**Petty Cash Requisition Form**

Use this form to request petty cash to pay for incidental, low-value expenditures.

The form requires the approval of the budget owner of the DeptID to which the requisition is coded and the name of the custodian.

Refer to the university’s [Petty Cash Procedure](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Petty-Cash-Procedure.pdf) for important information pertaining to the use of petty cash funds and requisitioning unit, budget owner and petty cash custodian responsibilities.

When appointing Custodians, and submitting a Petty Cash Custodian Authorization Form, this request will need approval from both the Budget Owner and Finance Partner prior to requesting a Petty Cash Requisition Form. Contact your Finance Partner to discuss.

This form is not to be used for emergency student loans and bursaries.

If the requisition is to replenish petty cash funds due to a loss or mysterious disappearance (i.e. theft or fraud), please include a copy of the University of Alberta Protective Services (UAPS) incident report.

Petty cash is charged to the 502101 account. Given the amount is insignificant, once charged to 502101 do not reallocate to other expense accounts. If petty cash funds are no longer required, return the unused cash to 502101. Indigenous Honorariums are coded to 502250.

Submit you’re completed and signed form to the [Staff Service Centre](https://www.ualberta.ca/services/staff-service-centre/index.html). Shared Services needs at least five business days to process your request. Please do not submit petty cash requests in the last five working days of each month.

The cashier’s Office will contact the custodian regarding pickup and delivery arrangements.

The authorized custodians are required to accept the funds. When receiving, the custodian will be asked to show their photo ID (OneCard preferred) and provide signature. If unavailable to accept the delivery, please notify the Cashier’s Office immediately.

**Petty Cash Requisition Form**

Faculty/unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected delivery date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected delivery time: \_\_\_\_ 8:30-noon **or**  \_\_\_\_ 1-3:30pm

Petty cash custodian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fund | DeptID | Class | Program | Project |
|  |  |  |  |  |
| Sponsor | Speed code | Account | Amount requested | |
|  |  | 502101 |  | |

What denominations do you require?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requests over $500 are subject to Shared Services approval; please provide justification and recipients’ names for Honorariums. Please note recipients’ names are not necessary for research requests:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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By signing below, I acknowledge and accept the responsibilities detailed in the [Petty-Cash-Procedure (ualberta.ca)](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Petty%20Cash%20Procedure.pdf#search=petty%20cash).

Custodian name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Custodian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Budget owner signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⬜ Verify the appropriate Payment Forms have been prepared for each recipient receiving an honoraria. Once the funds have been paid out, submit the signed Payment Forms to the faculty/unit and the [Staff Service Centre](https://www.ualberta.ca/services/staff-service-centre/index.html) for taxation purposes and record keeping. Indigenous Honoria please refer to the Indigenous Honorarium Guidelines.

**Shared Services Approval**

Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_